

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **ARTS AND CULTURAL MANAGER (Non-Classified)**

DEFINITION

Under management direction, to promote the arts for people of all ages by developing new venues and outlets for visual, performing, media and literary arts throughout the City; to plan, develop, promote and administer services in City facilities; to coordinate policy development, implementation and evaluation of the City's arts and related programs; and to do related work as required.

REPORTS TO: Development Director or designee

SUPERVISION RECEIVED AND EXERCISED

Receives management direction from the Development Director or designee. Exercises supervision over professional, para-professional, technical and administrative support staff as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Participate in the development and management of the City's arts policy; including identifying issues, service gaps and funding sources; formulating and implementing program development strategies and criteria; and create effective communication between the City and artists.
- Develop goals, objectives and strategies to service the cultural needs of the community, neighborhoods and special needs groups; develops, monitors and coordinates City's cultural programs.
- Develop, review and prepare administrative, procedural and evaluation guidelines for arts proposals; coordinate grant application peer review panels; administer contracts and monitor funded programs.
- Develop Public Art Policy and monument plan for the City.
- Serve as a catalyst to foster coordination and communication among the City's performing arts, visual and literary groups and their activities; promote community arts and publish an Arts calendar.
- Prepare annual operating budget and Capital Improvement budgets.
- Prepare and present short and long range plans, developed with maximum community and staff input.
- Negotiate and administer contracts between Agency and individuals and/or organizations providing program related services in the arts.
- Oversee selection process for consultants, facilitators and independent contractors for a variety of projects; develop relationships between the arts and local businesses.
- Establish an on-going relationship and communication with local, county and state arts agencies, local arts ad-hoc coalitions, corporations, civic groups and individual artists.
- Respond to inquiries and provide information on the Arts.

- Encourage and facilitate the use of arts to improve the aesthetic quality of public buildings and public places.
- Oversee the development of festivals and special events; oversee the development of arts initiatives to encourage cultural tourism.
- Oversee the development of workshops and training assistance for local arts organizations and artists in arts stabilization and management practices.
- Identify supplemental revenue and in-kind sources for Arts Programs in the public and private sector; prepare proposals and administer funds received.
- Periodically review existing programs and activities to assure that resources are used in a manner which is sensitive to current community needs and professional development.
- Monitor legislative activity at federal, state and local levels.

QUALIFICATIONS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development, work planning and organization.
- Marketing principles, coalition building, group processes and methods of evaluating program effectiveness.
- Grant seeking and fund-raising.

Ability to:

- Develop and maintain an effective working relationship with related public, private and community organizations and agencies providing arts and cultural activities.
- Analyze complex administrative problems, evaluating alternatives and make creative recommendations.
- Plan, organize and manage work of multiple projects, programs and activities in the arts and cultural and related community service.
- Work effectively in a politically sensitive and multi-cultural environment.
- Work evenings, weekends and holidays as required.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with a Bachelor's degree in an Arts- related field. A Master's degree or graduate level course work is desirable.

Experience: At least five years' experience with a professional arts production, administration or presenting organizations and three years as either a working artist or in a position that entailed working closely with professional artists in bringing their work to a broader public.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Arts and Cultural Manager

TO: